



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

GRANTS MANAGEMENT MEMORANDUM

2010-004

DATE: April 1 2010
TO: All California Emergency Management Agency Subgrantees & Interested Parties
FROM: Homeland Security Grants
RE: Homeland Security Grant Funds & Training Activities

As a reminder, eligible training courses:

- may be State- or Federally-Sponsored,
- must fall within the FEMA mission scope, and
- require prior approval from Cal EMA.

A catalog of courses that fall within the FEMA mission scope and have been approved through the FEMA course review and approval process may be accessed at <http://www.firstrespondertraining.gov>.

Courses not residing within the approved course catalogs may be **piloted three (3) times** with prior approval from Cal EMA. Information on piloting non-approved courses can be found on page 82 of the FY2010 Federal Grant Guidance and from the Cal EMA Training Division.

Allowable training-related costs are itemized in the grant guidance available on the Cal EMA website at: www.calema.ca.gov/Grants_Management_Div_Homeland_Security.

Subgrantees seeking reimbursement of incurred training costs must provide a valid feedback number on their Financial Management Forms Workbook when submitting their requests. Any training event with a feedback number from the Cal EMA Training Division is eligible for reimbursement with Homeland Security Grant Program funds, including:

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|--------------------------|--|
| - Tuition/Training costs | - Travel/Meals/Lodging |
| - Backfill & Overtime | - Specialized Training Equipment/Protective Gear |
| - Training Material | - Training Supplies |

For more information on obtaining feedback numbers, the Cal EMA Training staff can be reached at the following link: www.calema.ca.gov/webpage/training

For further assistance, please feel free to contact your program representative. The Homeland Security Grant Unit Regional Assignment Map with names and contact information for each representative can be viewed at: www.oes.ca.gov/HSGP_regional_map.pdf

Sincerely,

BRENDAN A. MURPHY
Director of Grants Management